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INFORMATION BULLETIN NO. 04-07

TO: ADOT Project Managers/Monitors, Resident Engineers
And Consultant Engineering Firms

FROM: Engineering Consultants Section

SUBJECT: CHANGE IN LICENSING REQUIREMENTS

Please be advised that the Registrar of Contractors has determined that prime design consultants must have a contractor's license at the time of the proposal submittal if utility locating (potholing) is a required task in the scope of work.

The Department was advised by the Registrar of Contractors that the exemption for engineers in ARS 32-1121(A)(7) does not allow an engineer to hire a contractor to perform contracting work.

Since potholing is considered to be contracting work, notices were sent to several firms that have active design contracts in which utility locating (potholing) was a required task to advise them of this change. If for any reason, your firm was not notified and you have a subconsultant performing any type of contracting work, please contact this office immediately.

Be advised that future contracts where utility locating (potholing) is a required task in the scope of work, the Department will require the prime consultant to possess a contractor's license in addition to the Board of Technical Registration requirements, at the time of the proposal submittal.

If you should have any further questions, please feel free to contact me at 602-712-7720 or call Carrie Satterlee at 602-712-7532.

A handwritten signature in black ink, appearing to read "Susan Tellez", is written over a horizontal line.

SUSAN TELLEZ, Contract Administrator